



# **COURT SERVICES & OFFENDER SUPERVISION AGENCY**

## **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER:** OFMA-06-032 (EH)(MPP)

**JOB TITLE:** Space Management Specialist, GS-1101-11

**AREA OF CONSIDERATION:** Government-Wide

Open to current Federal employees serving under a career or career conditional appointment in the competitive service, ICTAP/CTAP eligibles in the local commuting area, former Federal employees with reinstatement eligibility, or persons eligible for non-competitive appointment under Special Authorities. Veterans who are preference-eligible or who have been separated from the armed forces under honorable conditions after 3 years of continuous active service may apply.

**OPENING DATE:** 03/13/06

**CLOSING DATE:** Open until filled  
First cut-off date is 03/27/06  
Cut-offs will occur every two weeks until vacancy is filled.  
Applications must be received by 5:00 p.m. EST on the cut-off date.

**PROMOTION POTENTIAL:** GS - 12

**STARTING SALARY:** GS-11, \$54,272 pa

**NOTE:** APPLICANTS WHO PREVIOUSLY APPLIED FOR OFMA-06-001 (EH) MUST RE-APPLY TO BE CONSIDERED.

**Space Management Specialist, GS-1101-11 (1 position) Court Services & Offender Supervision Agency (CSOSA), Management and Administration, Office of Facilities, Washington, DC.**

**DUTIES:** The incumbent will develop and review space utilization plans. Develops project requirements, budgets, schedules, and modifications. Develops draft DID (design intent drawing) plans, and schedules communications/meetings with vendors to discuss required work and quality of services. Provides communication with the Department of Consumer and Regulatory Affairs regarding space modifications. Coordinates the work of agency employees and contractors involved in all aspects of furniture, moves and space. Understands local and international building codes used by the Department of Consumer and Regulatory affairs. Establishes plans for alterations and space reorganization to

accommodate changing requirements that include building services, furnishings, fixtures and analysis for space utilization.

**QUALIFICATIONS:** Applicants must have one year of specialized experience equivalent to at least the GS-9. **Specialized experience** is experience in or directly related to the position to be filled, and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) needed to successfully perform the duties of the position. Specialized experience for the GS-11 level is experience participating in the negotiation process and, upon contractor selection, representing the agency in meetings with contractors, agency officials and General Services Administration representatives. Specialized experience includes coordinating the work of agency employees and contractors involved in all aspects of furniture, moves and spaces.

OR

Ph.D or equivalent doctoral degree OR 3 full years of progressively higher-level graduate education leading to such a degree OR LL.M., if related.

Time-in-grade restrictions apply for current Federal employees. Status-eligible candidates must meet time-in-grade requirements within 30 calendar days of the closing date of this announcement.

**EVALUATION METHODS:** Your application will be evaluated according to the extent and quality of experience, education, and training. If you meet the basic qualification requirements, your application/resume will be evaluated against the KSAs required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

**TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST ON A SEPARATE SHEET OF PAPER ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW.**

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- 1 Knowledge of the concepts, principles, practices and requirements of space management.
- 2 Ability to budget, plan, schedule, perform cost analyses, report, forecast estimates and coordinate major space modifications.
- 3 Knowledge of the latest trends and state-of-the-art techniques related to space management.
- 4 Knowledge of negotiation and consultation techniques needed to work with a variety of public and private sector officials.

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience and education as they relate to the qualification requirements and KSAs listed above. You must also provide detailed evidence of the KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

**HOW TO APPLY:** Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

**Status applicants** (those having career or career-conditional appointments): If you also wish to be considered under Competitive (non-status) procedures, please submit another application under vacancy announcement OFMA-06-031 (EH)(DEU).

**Status applicants** must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

**Veterans:** Veterans must submit their DD-214 and all supporting documents as proof of their Veterans Employment Opportunity Act (VEOA) eligibility to be considered for this position.

**CTAP and ICTAP:** If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice, a "Notice of Personnel Action" (SF-50) documenting separation, an agency certification that you cannot be placed after injury compensation has been terminated, an OPM notification that your disability annuity has been terminated, OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

**Applications and all required documents must be received by 5:00 p.m. EST on the closing date.**

**Mailing Address and Contact:** All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17<sup>th</sup> Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Etheleen Harris, (202) 220-5606 or **TTY (202) 220-5474**. Applications must be **received** by 5:00 p.m. EST on the closing date.

**Email Address:** Applicants may also submit applications via email to: [CSOSAjobs@CSOSA.gov](mailto:CSOSAjobs@CSOSA.gov).

**Fax Number:** Applicants may submit documents via facsimile to: (202) 220-5615.

### **OTHER INFORMATION:**

**Agency Background Information:** The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Initial appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

**REASONABLE ACCOMMODATIONS:** Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

**EQUAL OPPORTUNITY EMPLOYER:** Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

***CSOSA is an Equal Opportunity Employer.***